

**To:** CN=Gary Foley/OU=RTP/O=USEPA/C=US@EPA[]  
**Cc:** CN=Alice Gilliland/OU=CI/O=USEPA/C=US@EPA;CN=Kelly Collins/OU=CI/O=USEPA/C=US@EPA[]; N=Kelly Collins/OU=CI/O=USEPA/C=US@EPA[]  
**From:** CN=Cynthia Sonich-Mullin/OU=CI/O=USEPA/C=US  
**Sent:** Thur 1/17/2013 5:42:42 PM  
**Subject:** Re: Proposed Agenda for Ada Trip (1/29)

Gary,

Thank you for this draft agenda. I know that Alice has also provided a draft for discussion with you. I wanted to get an idea of the issues to be discussed and a proposed schedule that we can go over. We, of course, will need to discuss this with Jose after we have a chance to talk internally.

Things to work into the agenda:

1. I propose a meeting with the staff in Ada who are working on HF and would like both yours and Alice's thoughts on this.

The meeting would include you and Alice. The three of us need to discuss the purpose of the meeting and the messages.

One of the items I want to cover is roles and responsibilities.

This means the staffing plan needs to be worked out so it can be discussed. How is that coming along? What is your timeline for roll-out? We need time to discuss this between you, me and Alice so we can clearly identify what needs to be addressed.

2. Ramona is currently scheduled to be on a call (I believe she will want Alice to join her) from 3-4 (EST). That will need to be worked into the agenda along with anything else Jose may identify.

Finally, I am trying to figure out my travel. If I can leave Ada in the afternoon and get back to Cincinnati that night, it would be preferred.

If not, I will leave OKC early on the 30th so will travel back to OKC on the 29th.

I do not know the exact flight times but Kelly is looking into it.

Thanks in advance for any additional thoughts.

Cindy

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**From:** Gary Foley/RTP/USEPA/US  
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**Date:** 01/17/2013 11:05 AM  
**Subject:** Proposed Agenda for Ada Trip (1/29)

I met with each of you yesterday to discuss the visit of Ramona, Cindy, Alice and Jennifer to Ada.

Here is a proposed agenda for you to comment on.

Please today draft sub-agendas for your meetings based on our discussions. For Ann and Kelly, please prepare the one-pagers focussing on project impacts as soon as you can.

Steve, we can discuss this at 11:00 today.

Sub-agendas needed from

Dave -- HF Meeting with Alice; also revise the title for the afternoon presentation if you wish

Dave, Dom, Kelly -- agree on the science questions that will serve as an outline for the Pavillion presentation.

Steve -- Meeting on Admin/staffing issues

Ann -- Branch Meeting, short presentations on projects/potential impacts

Kelly -- Branch Meeting, short presentations on projects/potential impacts

Joe -- Your meeting with Cindy; is there anyone else that needs to be a part of it?

Thanks,

Gary

[attachment "Proposed Agenda for Ada Trip Jan 29 2013 - GJF.docx" deleted by Cynthia Sonich-Mullin/CI/USEPA/US]